

Owner Name: _____

Project ID: _____

Reviewer: _____

Date: _____

QUESTIONS	ANSWER		NOTES
	Y	N	
A. PROJECT DOCUMENTATION			
<i>Monitoring staff should reference the Documentation: Homeowner Rehabilitation Project Checklist (4-B) to answer the following question.</i>			
1. Does the file contain properly completed and executed copies of the documents listed in the Documentation: Homeowner Rehabilitation Project Checklist? [Attach completed checklist]			
B. PARTICIPANT ELIGIBILITY			
2. Did program staff properly establish the income eligibility of the applicant? a. Was the applicant's gross annual income properly calculated? b. Were household income sources adequately verified? c. Was the applicant's gross annual income compared to the applicable HOME program income limit to ensure that income was less than or equal to 80 percent of the median income?			
3. Did program staff obtain acceptable evidence of ownership? (NOTE: A deed alone is generally not considered acceptable. A title search or a recent review of recorded ownership is necessary.) ___ Fee simple title ___ 99 Year Leasehold ___ Ownership/membership in a co-operative			
4. Is there a signed certification that the household uses this property as its principal residence?			
C. PROPERTY ELIGIBILITY			
5. Based on the information in the project application, is the property located within PJ boundaries?			
6. Does the project application list the property as an acceptable single family home (1-4 units)?			
7. Does the work write-up/cost estimate establish that at least \$1,000 of HOME-funded rehabilitation work is required?			

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8. Does the estimate of after-rehabilitation property value confirm that the property did not exceed the 95 percent of the median property value limit for the area as determined by HUD/PJ?			
D. PROPERTY STANDARDS			
9. Does the project file include: a. Work write-up/cost estimate? b. Documentation of initial inspection? c. Documentation of final inspection?			
10. Were the work write-up/cost estimate and the inspections performed by qualified people?			
11. Does the initial inspection report appear to observe all applicable property standards?			
12. Does the work write-up include all work noted on the initial inspection report?			
13. Is the work write-up consistent with the PJ's written rehabilitation standard?			
14. Does the work write-up contain enough detail to enable a contractor to provide a reliable bid?			
15. Does the final inspection confirm that all necessary work was completed?			
E. ELIGIBLE COSTS			
16. Are all costs detailed on the cost estimate and in the rehabilitation contract eligible under the HOME Program? a. If costs were not eligible, did the homeowner pay for these costs?			
17. Was the cost estimate reviewed by a person other than the person performing the inspection?			
F. CONTRACTOR SELECTION			
18. Does the project file include verification of contractor eligibility?			
19. Was the proposal selected cost reasonable? (e.g., within 10 percent of the cost estimate?)			
20. If the PJ selected the contractor, was a competitive bid process used? a. Were multiple bids solicited? b. Were they reviewed using consistent criteria?			
21. If the homeowner solicited the bids, was more than one bid solicited?			

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22. Are the proceedings of the pre-construction meeting documented in the project file?			
G. CONSTRUCTION MANAGEMENT			
23. Was the rehabilitation contract properly executed?			
24. Were progress inspections of the project performed prior to approving the contractor's requests for payment? a. Did the owner approve the payment? b. Did the contractor submit a payment request immediately after owner approval?			
25. Did the PJ and the owner review and approve change orders for any changes in the scope of work for the project?			
26. Does the project file contain: a. Final lien release? b. Contractor warranty? c. Certificate of final inspection?			
H. LOAN PROCESSING AND SERVICING			
27. Are the terms of the loan consistent with the program's underwriting guidelines?			
28. Did the homeowner sign the loan agreement?			
29. If a loan was used for refinancing, is there documentation in the file demonstrating that the household's (overall housing) costs were reduced?			
30. If any significant event has occurred such as a foreclosure or retirement of debt, is this reflected in the case file?			
31. Were all loan instruments properly executed and recorded?			
32. Does the project finance summary sheet properly reflect all sources of project financing?			
I. ON-SITE INSPECTION (If applicable)			
<i>If the project has been selected for an on-site inspection to examine the quality of the rehabilitation work, the monitor should perform a walk-through of the property with the work write-up and the initial inspection and final inspection reports.</i>			
33. Based upon observable conditions, have the deficiencies identified in the initial inspection report been corrected?			
34. Based upon observable conditions, was the rehabilitation work outlined in the work write-up and any change orders satisfactorily performed?			

QUESTIONS	ANSWER		NOTES
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35. Is the homeowner satisfied with the rehabilitation?			
36. Is the property free of all obvious property standards violations?			